

ER 82-6120



DEPARTMENT OF DEFENSE
NATIONAL DEFENSE UNIVERSITY
WASHINGTON, D.C. 20319

REPLY TO
ATTENTION OF:

NDU-P

3 February 1982

Honorable William J. Casey
Director
Central Intelligence Agency
Washington, D.C. 20505

FEB 8 3 54 PM '82

Dear Mr. Casey:

It is a pleasure to invite you to nominate four candidates to attend the National War College and one candidate to attend the Industrial College of the Armed Forces commencing 9 August 1982. We would appreciate having your nominations to include personal histories, prior to 15 April 1982. Early submission of your nominations will be appreciated.

To assist you in the selection of candidates, I have attached an extract from the Department of Defense Instruction which establishes the criteria for selecting civilian employees from DOD as students. Also attached is a succinct description of our academic program which may be useful in providing information to your candidates.

The U.S. Office of Personnel Management (OPM) has agreed that completion of either of the 10-month resident courses at the National Defense University (i.e., the National War College or Industrial College of the Armed Forces) exempts candidates, in the Executive Development Program seeking appointment in the Senior Executive Service, from the requirement to participate in the OPM Executive Development Seminar. A copy of the OPM letter of 25 February 1981 attesting to this exemption is also attached.

A key part of the learning process at the National Defense University is the exchange of ideas, knowledge, and experiences among the military and civilian students who represent a variety of agencies and functional activities. We feel it is especially important that each nominee be considered by his or her agency as a career executive who can be expected to attain future positions of high responsibility in government.

Prior to the beginning of the Academic Year each student must have initiated a Top Secret and Department of Energy "Q" Clearance and a Special Background Investigation, for access to Special Compartmented Information.

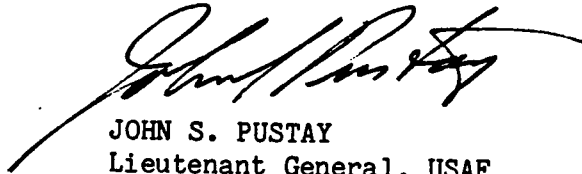
NDU-P

Honorable William J. Casey

Please feel free to have your staff contact my Administrative and Personnel Services Division at 693-8623 if they have queries of an administrative nature.

I am confident that the participation of your personnel in our program will be mutually beneficial.

Sincerely,



JOHN S. PUSTAY
Lieutenant General, USAF
President

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